

SAMPLE LETTER - Reduction of Teaching Load (year)

Your name

Date

Andre Labrie
Superintendent of Human Resources
Limestone District School Board
220 Portsmouth Avenue
Kingston, Ontario
K7L 4X4

Re: Reduction of Teaching Load for the 20XX – 20YY school year

Dear Mr. Labrie:

I respectfully request a reduction of teaching load from 6/6 to 4/6 entitlement for the 20XX – 20YY school year according to Article 15 of the Collective Agreement. Specifically, I would like to teach two (2) classes each semester. I wish to have my pay divided equally through the calendar year. (If the semesters are balanced, the Board will do this automatically.) It is my intention to return to full entitlement for the 20YY – 20ZZ school year.

Sincerely,

cc: Joan Jardin, District Officer
Paula Medeiros, Secondary Staffing
(*your principal*)

SAMPLE LETTER - Reduction of Teaching Load (Sem I)

Your address

Date (should be no later that March 31)

Andre Labrie
Superintendent of Human Resources
Limestone District School Board
220 Portsmouth Avenue
Kingston, Ontario
K7L 4X4

Re: Reduction of Teaching Load for Semester I of the 20XX – 20YY school year

Dear Mr. Labrie:

I respectfully request a reduction of teaching load from 3/3 to 2/3 entitlement for Semester I of the 20XX – 20YY school year according to Article 15 of the Collective Agreement. I wish to have my pay divided equally through the calendar year (or not). It is my intention to return to full entitlement for the 20YY – 20ZZ school year. (You may still reduce your teaching load for Semester II up to November 15.)

Sincerely,

cc: Joan Jardin, District Officer
Paula Medeiros, Secondary Staffing
(your principal)

SAMPLE LETTER - Reduction of Teaching Load (Sem II)

Your address

Date (should be no later than November 15)

Andre Labrie
Superintendent of Human Resources
Limestone District School Board
220 Portsmouth Avenue
Kingston, Ontario
K7L 4X4

Re: Reduction of Teaching Load for Semester II of the 200X - 200Y school year

Dear Mr. Labrie:

I respectfully request a reduction of teaching load from 3/3 to 2/3 entitlement for Semester II of the 20XX – 20YY school year according to Article 15 of the Collective Agreement. It is my intention to return to full entitlement for the 20YY – 20ZZ school year.

Sincerely,

cc: Joan Jardin, District Officer
Paula Medeiros, Secondary Staffing
(*your principal*)